

2009 FY Formula Grant Funds
Not correct application for American Recovery Stimulus
Funds

2009 BYRNE JUSTICE ASSISTANCE GRANT (JAG)
DRUG AND VIOLENT CRIME CONTROL
APPLICATION KIT

**Applications are due in the Crime Commission Office by 5:00 p.m.
on May 1, 2009,**

(NO EXCEPTIONS)

**One original and 13 copies of the completed grant application are due in the
Crime Commission office by 5:00 p.m. on May 1, 2009. No late or faxed copies
will be accepted.**

Please read the application kit thoroughly

If you have questions, contact:

Jennifer Kirkpatrick
Nebraska Crime Commission
301 Centennial Mall South
P.O. Box 94946
Lincoln, Nebraska 68509
(402) 471-3687
Email: Jennifer.Kirkpatrick@nebraska.gov

In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352)

DRUG AND VIOLENT CRIME CONTROL APPLICATION KIT INSTRUCTIONS

PLEASE NOTE: Please read thoroughly.

At this time there has been no official information received at the federal level on the actual award amount our state is to receive for 2009. There may be a delay experienced due to the stimulus funds being distributed first to states. This may be similar to the delays experienced with the FY 2008 formula grant funds. Due to the timeframe being prolonged at the federal level the Nebraska Crime Commission will need to proceed with the application process to aim to keep the grant award on time. This is being done for the following reasons: 1) to allow you adequate amount of time to prepare the grant application and 2) to maintain the grant award process schedule that cannot be delayed in order to ensure all programs can receive funds in a timely fashion.

Those state and local programs currently being funded with Byrne/JAG 2008 funds will be viewed with priority to these funds. Second priority will go for new projects for this grant cycle. Please note: This process will still remain a competitive process with eligible applicants. At this time funding amounts are not guaranteed for applicants.

The application kit and instructions will be posted on our website www.ncc.state.ne.us for you to download and save to your computer.

PLEASE NOTE: The 2009 Byrne/JAG funds are estimated to be similar to what was received in the past (\$1.2 - \$1.7 million) but no official information has been provided to support these estimates. It is very important for those who received funds in 2008 and experienced cuts to clearly explain all requests in the 2009 application to insure no supplanting will take place with federal funds. Please read the instructions for supplanting.

DUE DATE: One original and 13 copies of the required sections must be received in the Crime Commission Office no later than **5:00 p.m. on May 1, 2009. NO EXCEPTIONS.** Any applications received after that date and time will be considered late and will **not** be accepted. Applications received by FAX will **not** be accepted.

ELIGIBILITY

To be eligible for Byrne Justice Assistance (JAG) funding, the applicant must be one of the following:

- State agency;
- A unit of general local government (i.e. city, county, township, town, borough, parish, village, etc.)

Please Note: The city or county would be the legal applicant and recipient of grant

funds on behalf of the police department, sheriff's office, and county attorney, etc. The law enforcement agency would **NOT** be the applicant.

- Indian tribe which provides its own law enforcement services.
- Private nonprofit organizations are not eligible to apply. However, a state agency or local unit of government (city, county, village, etc...) could serve as the subgrantee and enter into a contract with a nonprofit organization to carry out all or part of an approved program.

PRIORITY FUNDING PROGRAMS

Because of the uncertainty with the amount of JAG funds available for **2009**, the Crime Commission determined to give **priority funding consideration to state and local projects currently funded with 2008 Byrne/JAG funds. New programs will receive second priority.**

All applicants must be able to show during the current grant that grant management practices have been followed appropriately in regards to grant requirements, i.e. required statistics; quarterly reports; meeting reporting deadlines; reporting expenditures; utilizing subgrant adjustments correctly; etc...

Priority Program Areas:

Law Enforcement Programs:

Existing multi-jurisdictional task forces must have the following in place in order to be considered for continuation funding.

- An established governing Board consisting of active task force participants that is responsible for the oversight of the operation of the task force and the grant
- A task force coordinator who oversees the daily operation of task force investigators
- Active involvement of local, state and federal, when possible, agencies
- Updated By-Laws that govern the task force and have been agreed upon by the active participating task force members
- The sharing of intelligence information among task force members and with other task forces when appropriate
- Procedures for the use of buy money as set forth in federal guidelines

Prosecution and Court Programs:

Prosecution and court programs that assist within the criminal justice system to address drug and violent crime offenders. Projects which improve the operational effectiveness of the court process by expanding, enhancing or implementing a new approach in the prosecution, defense and adjudication of drug and violent offenders.

Training of Law Enforcement and Criminal Justice Personnel

Training of law enforcement officers and criminal justice personnel is a key component in addressing the ever increasing drug and violent crime problems. The training must be directly linked to issues of drug and violent crime problems.

Technology Improvements

Technology programs that are key components in addressing drug and violent crime problems. These requests must be directly linked with issues of drug and violent crime.

LIMITATIONS OF FUND USE

Equipment: Purchase of vehicles, vessels or aircraft will not be allowed. Funds may be used for leasing a vehicle. The vehicle must be used only in drug and violent crime enforcement activities.

Personnel Costs: Payment of personnel costs shall be limited to new personnel. If existing personnel are moved into a grant funded position, the position must be back-filled. **PLEASE NOTE:** The amount of federal and/or matching funds used to pay project personnel is to be based on the percentage of time actually devoted to the project. For more information regarding personnel see the Budget Section of the application.

Construction/Renovation: Use of grant funds for construction is prohibited

Land Acquisition: Land acquisition is prohibited.

Indirect Costs and Luxury items: The Crime Commission does not allow grant funds for indirect costs or luxury items.

MATCH REQUIREMENT

A 25% cash match for the awarded Byrne/JAG funds is required. An agency's overall budget cannot decrease because of the federal funds. Other Federal funds cannot be used as match.

Existing personnel may be assigned to drug and violent crime related activities and their salaries and/or paid overtime may be used as match. However, personnel must devote the same percentage of their time to the project as the percent of matching funds used to pay their salary. **Please note:** the agency is required to backfill the position(s) of the existing personnel assigned to the project. Salaries for personnel involved in drug and violent crime related activities prior to this application cannot be used as matching funds unless this is a continuation project and the non-supplanting requirement was previously met.

Cash: Cash match may be applied from the following sources:

- (1) Funds from state and local units of government that have a binding commitment of matching funds for programs or projects.
- (2) Funds received through forfeiture.
- (3) Funds from the following:
 - Funds from the Housing and Community Development Act of 1974, 42 U.S.C. Section 5305, et seq.;
 - Funds from Appalachian Regional Development Act, 40 U.S.C. Appendix Section 214; and
 - General Revenue Sharing Act funds, 31 U.S.C. Section 6701, et.seq.

- (4) Funds contributed from private sources.

Time of Matching Funds: Expenditures of matching funds do not need to occur on a quarterly basis. However, by the end of the project period the total 25% cash match must be met.

NON-SUPPLANTING OF FUNDS

The JAG guideline clearly stipulates that federal funds may not be used to supplant (replace) other existing funds. In other words, funds presently appropriated for the project may not be deliberately decreased due to additional federal funds made available through the Crime Commission.

Last year many grants experienced large cuts due to the amount of funds available. If you plan on requesting federal funds for positions or items that were supported by different funding last year you will need to be very detailed and clear in your requests. It will be extremely important that the requests include how this position was funded, why the funding source is no longer available, if funds were only a temporary agreement (could include information from city/county board meetings if this was only a temporary use of funds for one year), and at what point the funding that is supporting the position/item will no longer be available. This information is extremely important to support your requests and will be utilized during consideration of requests.

COMMINGLING OF FUNDS

A clear audit trail must be maintained for **each source** of funding (federal and matching funds). Receipts, expenditures and disbursements must be separately accounted for from each source of funds.

Buy Money

The use and documentation of grant and/or matching funds for buy money **MUST** strictly follow established federal procedures.

Grant Commencement and Duration

Crime Commission Operating Instruction requires funded projects to be implemented and any required grant award revisions to be submitted to the Crime Commission within 30 days from the date listed on the Grant Award letter or other date specified by the grant administrator. If these requirements are not met, it shall constitute a failure to accept the grant award and the awarded funds shall be considered turn back funds. Generally, a grant will be approved for a period no longer than twelve months. Substantial justification must be provided for an extension of the grant beyond this time

period.

LATE APPLICATIONS

One original and 13 copies of the complete grant application are due to the Crime Commission Office by 5:00 pm CST on May 1, 2009. Any application received after 5:00 p.m. will be considered late and will not be eligible for consideration during the current cycle. Application and all copies must be in our office so please remember when using any mail service (snail, FedEx, UPS) that sending the application this way it will be at the applicants own risk. Faxed applications will not be accepted. **NOTE:**

Please be aware that recently there have been **problems** with some grant applications arriving at the Crime Commission by the required due date when using the U.S. Postal Service and other overnight delivery services, regardless of the method sent, i.e. overnight express. It is your responsibility to be sure the application arrives in the Crime Commission office on time. Due to time constraints and fairness, there will be NO EXCEPTIONS allowed for applications received late, regardless of the circumstances.

Grant Continuation Policy

Federal grants to Nebraska and the rule which govern their distribution are received on an annual basis. Therefore, although an effort will be made to continue the funding of projects of proven effectiveness, each program must stand on its own merit each year. No project will be guaranteed continuation funding.

Sustainability Plan

Programs requesting continuation funds are **required** to clearly state how continuation funds are vital to the ongoing success of the program. The applicant must show the funds being requested collaboratively are determined by their needs; prioritize their needs and requests accordingly and within the guidelines of the state plan and federal guidelines. Given the limited amount of funds available and how the application process is competitive, there may not be sufficient funds for full funding to previous projects.

Applicants requesting federal funds for continuation programs **are required** to have a written sustainability plan. Your plan should clearly explain the steps that will be taken by all involved agencies to achieve sustainability for all identified priorities of the project.

One copy of the sustainability plan will need to be submitted with the application.

The sustainability plan will need to be reviewed and updated every three years. The plan will need to explain the long term sustainability of the project by explaining the activities accomplished in the past. Specific activities and steps, which are planned for the upcoming year, i.e., break down in one year increments to find long term funding for the priorities of the program.

Letter of Commitment and Support

All letters of commitment and support are to be submitted as part of this application. Letters submitted separately from the application will not be considered. Letters of commitment are to be from individuals and agencies which agree or pledge something to the project. Letters of support are to be from individuals or agencies directly or

indirectly impacted by the project.

Reporting Requirements

Subgrantees awarded 2009 funds are required to report on the effectiveness of funded activities. Reporting requirements are stated in the Special Conditions of awarded grants. Please note programs or agencies receiving funds via a contract must certify to follow the special conditions and reporting requirements of the grant.

For those agencies that are not drug task forces, you will be required to identify specific objectives and performance measures to show the success of the grant. These should be indicated and reported under that statistically area of the grant application kit. These main points indicated to measure success will be need to be utilized during quarterly reports.

Please be aware that BJA has announced new performance measures are being developed for the JAG grant program. These could be required with the 2009 funds. These new requirements may cause for development of outputs and outcomes (short-term and long-term) by each program depending on if the program is a direct or a system improvement approach. Further information will be shared once all performance measures are passed down from the federal office.

Application Format

- Be sure to delete the instructions within each section of the application.
- Applications are to be typewritten. **PLEASE NOTE:** The original copy **MUST** be stapled in the upper left hand corner **AND 2-holed punched at the top**. The application format and layout is to be exactly (word for word and design) as the Crime Commission's application.
- Include all letters of commitment and support with the submitted application. Letters received separately will not be considered. To save paper it is recommended the letters of support be reduced and copy two on each side of the page. Please limit letters of support to those directly affected by the project. Letters of commitment are to be from the agencies actively participating in the project.
- Applications are to be typed single spaced. Font size must be comparable in size to 12 point Times Roman or Courier
- Adhere to page limits listed for each section of the grant application.
- Budget figures are to be provided in round numbers, no cents. Please, check to be sure all budget pages are calculated correctly.
- The grant can be copied double sided.
- Number pages in the lower right hand corner
- Include the **Federal ID number** of the **applicant** on application. The applicant **MUST** be the agency that will receive, disburse and account for the grant and matching funds.
- Do not include cover letters or appendix information.
- Do not put applications in folders.

- Any Budget pages that are **not** relevant to the project do **not** need to be submitted.
- Include all required forms.
- Signature of the authorized official is required on the:
 - Budget Summary Page
 - Certified Assurances and other required forms

Note: Signature of authorized official must be a representative of the county or the city applying for the funds, such as the Mayor, Chair of the County Board or City Council. A police department, sheriff's office or county attorney's office is **not** an eligible applicant. State agency applications are to have the agency Director's signature.

Submit Applications to:

Mailing Address:

Nebraska Crime Commission
P.O. Box 94946
Lincoln, NE 68509

Personal Delivery/Overnight:

Nebraska Crime Commission
5th Floor
State Office Building
301 Centennial Mall So.
Lincoln, NE 68509

Grant Application Information

Answer questions 1-16

Budget Summary

Provide budget figures in round numbers, no cents. Please make sure to check all budget pages are calculated correctly and the Budget Summary page is signed by the Authorized Official.

CATEGORY A - PERSONNEL

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultant. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

1. **Direct Salaries.** Write in the title or position of each employee who will be involved in the project, including new positions to be filled and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but **do** include such

information in the Budget and Project Narrative. Include in the budget narrative if the position is new or existing. If the position is existing, but is a new request it will need to be indicated how this position was being funded prior to the request. Across from each position listed, enter the annual salary of the position; percent of the time **to be devoted to the project** (2080 hrs. annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds, fringe benefits and, the total cost for the position.

Each line you will enter the subtotal of the amount of funds being requested, matching funds and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use the current minimum hourly wage (cannot exceed \$9.00) times the number of hours of service to be contributed.

2. **Fringe Benefits.** All fringe benefits are to be based on the **employer's share only**. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns for each position. Each line you will need to enter the amount of fringe requested and match fringe for each position. A lump sum of fringe benefits requested and provided as match funds will not be accepted.
3. **Total Personnel Budget.** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the "Budget Summary" pages.
4. **Personnel Budget Narrative.** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The narrative **MUST** include the following for **each** position:
 - 1) Breakdown of how the cost for **each** position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for **both the requested funds and matching funds**; (including funding source for matching funds)
 - 2) Fringe benefits requested for each position;
 - 3) Explanation if each position is existing; new request for a position to fund existing position or new position for the program;
 - 4) Explanation if each position is full or part-time;
 - 5) Explanation of **how** each position is relevant to the project
 - 6) Description of the duties of **each** position. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.

Also include positions for which funds are not being requested or are not used as

matching funds but will be involved in the project. **Budget Narratives Are Required.**

CATEGORY B - CONSULTANTS AND CONTRACTS

NOTE: If more than one consultant will be used for the project, please make copies of the budget sheet and complete one for each consultant.

1. **Purpose:** List the purpose for using a consultant or contractor, i.e. conduct study, facilitate support group, develop and/or present training, etc.
2. **Type of Consultant:** Check the box for the type of consultant to be used for the stated purpose.
3. **Consultant Fees:** Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour.

The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place. To breakdown the costs for the consultant please use the categories or fully explain what is all included in the \$450 per day cost. Lodging, meals and travel costs should be included in the daily rate, which would prohibit additional charges above the full daily rate.

4. Travel Expenses For The Consultant:

- (a) **Mileage:** List the cost for mileage. Enter the total cost in the "total" column. Enter the amount requested and the amount, which will be provided as match. Mileage rate is .55 cents/mile.
- (b) **Air Fare:** List the cost for airfare (coach or least expensive class). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (c) **Meals:** List the cost for meals. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match. In-state meal allowance is \$39 (\$7.00/breakfast; \$11.00/lunch; \$18.00/dinner; \$3.00 incidentals).
- (d) **Lodging:** List the cost for lodging. Enter the total cost in the "total" column. Enter the amount requested and enter the amount provided as match. In-state lodging allowance is \$70.00 plus tax per night (\$99.00 per night for Lincoln and Omaha).

- (e) **Other Costs:** List other anticipated costs associated with the consultant. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
 - (f) For out of state meal and lodging rates go to www.gsa.gov and click on per diem rates.
5. **Total Cost:** Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.
6. **Budget Narrative:** A budget narrative is required if funds are being requested and/or if match funds are being provided. The narrative **MUST** include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The narrative **MUST** include the following for **each** position:
- 1) What services and/or what product the consultant will provide
 - 2) How the services, product or position relate to the project and the impact on the project
 - 3) Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour=\$2,500) for JAG funds and matching funds;
 - 4) Explanation if each position is existing or new;
 - 5) Explanation if each position is full or part-time;
 - 6) Description of the duties of **each** position funded by JAG or match dollars. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.

CATEGORY C - TRAVEL EXPENSES

NOTE: If travel expenses are needed for more than one purpose, please make a copy of the budget sheet and complete one for each purpose.

- 1. List travel expenses by purpose, i.e., training, conference, daily travel for job, etc. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)
 - 2. Mark the travel as local, in-state, or out-of-state.
 - 3. List the title of the person who will travel.
 - 4. Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.
- (a) **Mileage:** Calculate the number of miles of annual travel and multiply by .55

cents to determine the total mileage cost. Enter the total cost in the "total" column, the amount requested and the amount of the total cost provided as match.

- (b) Air Fare: List the destination and enter the anticipated total cost of the airfare in the "total" column. Enter the amount requested and the amount provided as match. Airfare must be "coach" or least expensive class.
- (c) Meals: List the number of days meals will be paid and multiply by the allowable per diem rate. In-state meal allowance is \$7.00/ breakfast; \$11.00/lunch; \$18.00/dinner. Contact the Crime Commission for out of state rates. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (d) Lodging: List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is \$70.00 per night (\$99.00 plus tax per night for Lincoln and Omaha). Contact the Crime Commission for out of state rates. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (e) Other: List other expenses, such as taxi, parking, etc. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (f) For out of state meal and lodging per diem go to www.gsa.gov and click on per diem rates.

5. Calculate the total cost of the travel for each purpose.

Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.

6. Budget Narrative: For each purpose complete a budget narrative stating:
- 1) Position which will travel
 - 2) Purpose of the travel
 - 3) How this travel relates and is necessary to the project.

CATEGORY D - SUPPLIES AND OPERATING EXPENSES

1. **Supplies.** This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, (material which is expendable or consumed during the course of the project) and equipment items

costing under \$300.

List items by major type (i.e. postage, forms, office supplies, training materials, etc.) along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost, which will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match and total cost in the appropriate columns.

2. Operating Expenses. This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed enter the rate or unit cost. Enter the total cost in the "total" column. Enter the amount of the cost requested and enter the amount provided as match. Identify other items for which funds are requested in the "other" category.

At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.

3. Total Supplies and Operating Expense Budget.

Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Also enter those totals on the "Budget Summary" page.

Budget Narrative. For all supplies and operating expenses requested, attach a budget narrative to:

- Explain the cost breakdown of how requested and match funds were determined for supplies (i.e., envelopes, paper and other office supplies);
- Describe current operating expenses and explain why the requested expenses are needed;
- Explain how the supplies and operating expenses relate to the project.

CATEGORY F - EQUIPMENT

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law,

rule or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. (Equipment items costing under \$300.00 should be included in Supplies.)

Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

Budget Narrative

Attach a budget narrative if funds are requested or match is provided.

- Provide a breakdown of the cost basis for each piece of equipment.
- Explain how each piece of equipment is relevant to the project.

CATEGORY G - OTHER COSTS

List each item and the total estimated cost with the breakdown by the amount requested, match and total costs in the appropriate columns.

Enter the total cost for "Other". Also enter these totals on the "Budget Summary" page.

Check grant program guidelines for allowability.

*Contact program administrator before using this section to make sure requested expenses will not "fit" in another category.

Budget Narrative

A budget narrative is required if funds are requested or if match is provided.

- Explain each item requested;
- Provide a breakdown of how the cost for each item was determined;

Provide an explanation of how each item is relevant to the project.

Problem Statement and Description of the Problem:

Provide your problem statement and a description of the problem that explains the impact of the problem and identify the factors that contribute to and/or cause the problem. Utilizing specific area statistics in this section to help support the identified factors is suggested.

Statistical Documentation of the Problem:

Provide relevant statistics from the same time period for a 3 year period, which documents the problem stated above. Statistics should be presented in a readable table format. Site the source of all data. For continuation projects, program data should

be included.

For those agencies that are not drug task forces, you will be required to identify specific objectives and performance measures to show the success of the grant. These should be indicated and reported under that statistically area of the grant application kit. These main points indicated to measure success will be need to be utilized during quarterly reports.

Current Efforts:

Explain the current efforts taking place in addressing the state problems.

Project Operation:

Clearly explain in detail how your proposed project will operate from beginning to end. Please make sure this section clearly addresses all problems identified and reflects the requests of the grant.

Activities and Timetable:

Provide a timeline for major program activities for reoccurring activities and those that are specific to a quarter. Be sure to identify, by position or agency, who will be responsible for each listed activity. Make sure the activities are reflective of the Project Operation.

Sustainability:

Please take the time to describe the plan for long term sustainability of the project. The three specific activities should tie into what is reported in the submitted Sustainability Plan that was developed by your program. You can share where the program is at currently in the plan.

Continuation Information:

Please address all topics listed as thoroughly as possible.

Letters of Commitment and Support

Be sure to attach current letters of commitment and support to your application. Letters sent separately will not be considered.

Required forms

The required forms must be signed by the authorized official.